

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes, bubbling hot springs & cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville & Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

---

***BENEFITS:*** Mono County provides generous benefits, including 2.7% @ 55 PERS retirement; medical, dental, vision, and life insurance; 401(a) plan matching of deferred compensation contributions (up to 3%)

---

### TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR  
P.O. Box 696, Bridgeport, CA 93517  
Telephone: (760) 932-5412  
Fax: (760) 932-5411

Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

**SPECIAL NOTE:** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



### INVITES APPLICATIONS FOR

---

**ALCOHOL/DRUG COUNSELOR I/II**  
(ONE POSITION AVAILABLE)

---

### FINAL FILING DATE:

Open Until Filled:  
1<sup>st</sup> application review 9/10/2010

### SALARY:

Alcohol/Drug Counselor I: 54: \$3,132 - \$3,807  
Alcohol/Drug Counselor II: 58: \$3,456 - \$4,201  
Psychiatric Specialist II: 71: \$4,764-\$5,791

*Equal Employment Opportunity Employer*

## THE POSITION

Under general supervision, to perform a variety of counseling services for alcoholics, addicts and their family members. Incumbents will be responsible for keeping medical records of their client contacts as well as for the maintenance of daily time sheets. Other duties related to the provision of counseling services, including evaluation of problems of alcohol and drug dependence and development of treatment plans, may also be required.

Examples of Important and Essential Duties: Under general supervision, performs a variety of counseling services to include:

- Assessments
- Treatment Planning
- Individual and Group counseling
- Case Management
- Mandatory service programs to include drinking driver and PC 1000
- Assists clients with access to needed benefit services such as food stamps, general assistance, medical care, etc.
- Transport clients as needed
- Documentation in support of the above activities

## QUALIFICATIONS

### Knowledge of:

#### **Drug/Alcohol Counselor I/II or Psychiatric Specialist II:**

- Interviewing techniques
- Counseling techniques
- The causes of and treatment for alcoholism and drug addiction
- Good public relations techniques
- Maintenance of client files
- Modern office methods and procedures
- Correct English usage, spelling, grammar and punctuation

### Ability and willingness to:

- Learn and perform a variety of client interventions
- Set up and follow a treatment plan
- Recognize the signs and symptoms of addiction
- Differentiate between an education group and a process group and the ability to run both types
- Deal tactfully with difficult clients
- Recognize when to seek supervision
- Accurately and legibly maintain and update a variety of records and information systems
- Operate a computer and use department software in the performance of assigned work
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines
- Consistently demonstrate cooperative behavior with colleagues, supervisors and clients

### Minimum:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

**AOD I:** Schooling and supervised experience necessary to qualify for certification as an alcohol and drug counselor from one of the certifying agencies. This normally includes 18 to 24 months of class work plus 6,000-10,000 hours of supervised counseling experience. **AOD II:** Must hold a certificate as an alcohol/drug and/or substance abuse counselor from an agency recognized in California to provide this certification. **OR Psychiatric Specialist II:** Must be fully licensed as an MFT, LCSW or Psychologist in the State of California. Must have at least two years experience working with alcoholics and addicts, preferably in a publicly funded clinic.

### Special Requirements:

Possession of, or ability to obtain, a valid California driver's license.

### Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, copiers and FAX.

## THE EXAM PROCESS

PHASE 1: The exam process includes an application, and resume.

PHASE 2: The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.

Photo: © Greg Newbry

